



## USER'S MANUAL

*Revised September 2009*



# Welcome to SLG Safe

## Table of Contents

Introduction.....	1 - 2
Enter Time Subscription.....	3 - 18
Enter Demand Subscription.....	19 - 29
View a Subscription Before Issue .....	30 - 34
Change a Subscription Before Issue .....	35 - 41
Change a Case .....	42 - 49
Time Deposit Early Redemption Simulation .....	50 - 56
Time Deposit Early Redemption .....	57 - 63
Demand Deposit Redemption.....	64 - 68
<b>Reports:</b>	
Payment Report.....	69 - 73
Statement of Holdings - Demand .....	74 - 77
Statement of Holdings - Time .....	78 - 81
Subscription Advanced Search.....	82 - 85
Download Case Information .....	86 - 90
Download Payment Information.....	91 - 95
Download Security Information .....	96 - 100



# Introduction

## How to Use This Manual

This manual describes how to use the SLGSafe system. It details how to gain access to the on-line ordering of US Treasury Securities - State and Local Government Series (SLGS) and how to use SLGSafe to effectively subscribe for, view, and alter these securities. Detailed steps for each task are outlined in table format to make them easier to find and clearer to read and follow.

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## Who Should Use This Manual

Any entity wishing to subscribe to SLGS, view the current status of a previous subscription, manage accounts, or alter information in an existing subscription, via the Internet, will find this manual a ready resource.

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## When is SLGSafe Available

SLGSafe is available from 8:00 am to 10:00 pm ET, Monday through Friday, except Federal Holidays. From 8:00 am to 10:00 am, some options are not available. At 10:00 am, when the SLGS Daily Rate Table is posted, you will then be able to initiate a Time or Demand subscription and request a redemption.

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## Web Browser Information

Users of this manual should have Internet access and a web browser that will allow them to access the World Wide Web (WWW). SLGSafe has been optimized for use with 128 bit data encryption. Users will want to obtain and install a copy of a current web browser prior to accessing SLGSafe.

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## Where to Go for Help

Any question or concern not covered within this text can be addressed to Special Investments Branch at 304-480-5299 or e-mail [opda-sib@bpd.treas.gov](mailto:opda-sib@bpd.treas.gov).

# Introduction

## Explanation of Program Button Functions

This SLGSafe manual has been written to attain a high level of continuity throughout the program. You should find the workings of each screen to be consistent with all others. Because we have used buttons as a method for you, the user, to invoke action with the SLGSafe system, we thought it would be helpful to give a brief explanation of what you can expect each type of button to do when you click on it.

Button Name	Expected Action
<b>HELP</b>	Pressing this tab on any screen will bring up a separate window containing context sensitive help.
<b>CLEAR</b>	Pressing this button will clear the contents of all textboxes on the current screen. These textboxes are used for you to add or make changes to a subscription or case. If you choose to start all over, just click the CLEAR button and all information you have put in the textboxes will be wiped out.
<b>CREATE PDF</b>	Pressing this button will allow you to create a PDF of a file created within SLGSafe. From the Adobe Acrobat reader window, you can print the report by hitting the printer icon or you can save it to your PC. By saving the file to your PC, you will be able to email this file to anyone you choose.
<b>REVIEW</b>	Pressing this tab on an Add or Change screen will bring up another screen that concisely shows you the information changes you have made.
<b>SUBMIT TO TREASURY</b>	Pressing this button will send your additions and changes to the SLGSafe database for processing by the Special Investments Branch (SIB). You will receive a Confirmation page after you hit this button.
<b>SLGSAFE E-MAIL</b>	Pressing this button will allow you to send e-mail to SLGSafe. It will bring up your e-mail program with the "TO" field already completed with Special Investment's e-mail address, <a href="mailto:opda-sib@bpd.treas.gov">opda-sib@bpd.treas.gov</a> .
<b>SLGS DAILY RATE TABLE</b>	Pressing this button will take you to a current listing of subscription rates.
<b>SLGSAFE Home</b>	Pressing this tab will take you back to the Main Menu for SLGSafe.



# SLGSafe User's Guide

## Entering a Time Subscription into SLGSafe

Welcome to SLGSafe®, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Time Deposit can be made with the SLGSafe system. The minimal amount of information required on the Time Deposit subscription conveys the subscriber's intent to purchase securities. In order to initially subscribe, you must include the following information:

- Subscription Issue Amount
- Issue Date
- Taxpayer Identification Number (TIN)
- Underlying Bond Issue information
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

Please note: The hours of operation for SLGSafe are 8:00 am to 10:00 pm ET, Monday through Friday, except Federal holidays. However, you may only add new subscriptions after 10:00 am when the SLGS Daily Rate Table is available.

A “marketable security” is any security other than a State or Local Government Series (SLGS) security. Examples of marketable securities include Treasury securities (other than SLGS securities), guaranteed investment contracts, and Federal agency securities.

In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, [www.slgs.gov](http://www.slgs.gov)) and received your SLGSafe Logon ID from the Bureau of the Public Debt's IT Service Desk. At the login screen, enter your Logon ID and password.



## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Home

SLGSafe  
PORTFOLIO  
MANAGEMENT  
SYSTEM

SLGSafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 02:02 PM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

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Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

Done Local intranet 100%

Notice the large blue tabs at the top of the screen. A HELP tab is available on all screens. At any time, you can click on the Help Tab and a new window with information that applies to the task you are completing will appear.

Choose one of the two options under the heading, Subscription for Purchase and Issue. Those are Time Deposit and Demand Deposit. To learn more about the difference between Time and Demand Deposits, visit our website, [www.slgs.gov](http://www.slgs.gov).

## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Time Deposit

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07/01/2009 02:03 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities Review

#### Issue Information

Treasury Case Number  Status   
Issue Date  Issue Amount   
Rate Table Date 07/01/2009

#### State or Local Government Body

Taxpayer Identification Number   
Underlying Bond Issue   
Owner Name   
Address Line 1   
Line 2   
Line 3   
City   
State   
Zip Code  -   
Contact Name   
Telephone

This is the main page of the subscription where you will enter some of the basic information. Notice that there are several gray tabs above. After you have entered the information on this tab, click on the next gray tab to enter information for that area, and continue until all the information for this subscription is entered.

Local intranet 100%

## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Time Deposit

Owner **Trustee** Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities Review

**Issue Information**

Treasury Case Number **Status**

Issue Date 7/31/09 Issue Amount 1000.00

Rate Table Date 07/01/2009

**State or Local Government Body**

Taxpayer Identification Number

Underlying Bond Issue 2002 Refunding

Owner Name Big School ISD

Address Line 1 1234 School Road

Line 2 Room 1

Line 3

City Smallville

State WV

Zip Code 26101 -

Contact Name John Smith

Telephone 304-222-8888

Fax 304-222-9999

E-mail jsmith@smallville.gov

Clear Rate Table Applied Cancel

Enter the Owner information only. Do not put the Trustee or escrow agent's name in the Owner information box. This box should only contain the tax-exempt entity's name. If you must include the bank name, put it in Line 1 of the address information, i.e. C/O.

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## Entering a Time Subscription into SLG Safe

File Edit View Favorites Tools Help

★ TD Subscription for Purchase and Issue - Time Deposit

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07/01/2009 02:08 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner **Trustee** Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities Review

**ABA Routing Number**

**Bank Name**

**Address Line 1**

**Line 2**

**Line 3**

**City**

**State**

**Zip Code**  -

**Contact Name**

**Telephone**

**Fax**

**E-mail**

**Bank Reference Number**

Enter the bank information here. It is recommended to include full contact information.

Clear Rate Table Applied Cancel

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## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Time Deposit

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SYSTEM

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07/01/2009 02:12 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner Trustee **Funds for Purchase** ACH Institution ACH Instructions Subscriber Viewer Securities Review

#### Financial Institution Transmitting Funds for Purchase

ABA Routing Number

Bank Name

Contact Name

Telephone

Fax

E-mail

Notice the button at the bottom of the screen that reads, "Same as Trustee." If the bank information of the bank managing the ACH payments for this issue is the same as the Trustee information you just entered, you can hit this button and the system will automatically fill in that information. If it is not, you can enter the information normally.

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## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

★ TD Subscription for Purchase and Issue - Time Deposit

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MANAGEMENT  
SYSTEM

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07/01/2009 02:13 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner Trustee **Funds for Purchase** ACH Institution ACH Instructions Subscriber Viewer Securities Review

#### Financial Institution Transmitting Funds for Purchase

ABA Routing Number

Bank Name

Contact Name

Telephone

Fax

E-mail

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## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Time Deposit

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07/01/2009 03:47 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution **ACH Instructions** Subscriber Viewer Securities Review

**ABA Routing Number**

**Account Name**

**Account Number**

**Account Type** ☒ Checking ☐ Savings

If you do not use a template, enter the ACH instructions here. To learn more about templates, visit [www.slg.gov](http://www.slg.gov) and click on the SLGSafe link under Applications and Programs.

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## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Time Deposit

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07/01/2009 03:48 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions **Subscriber** Viewer Securities Review

**LDAP Username** Customer1  
**ABA/TIN**  
**Organization Name** BPD  
**Address Line 1** 100 Main St  
**Line 2**  
**Line 3**  
**City** Chicago  
**State** IL  
**Zip Code** 12345  
**Contact Name** SLGS User9  
**Telephone** 123-456-1234  
**Fax**  
**E-mail** Customer1@bpd.treas.gov

Clear Rate Table Applied Cancel

The subscriber information is automatically entered into the subscription when you click on the Time Deposit link. This information cannot be changed. It simply records who entered the subscription initially.

Done Local intranet 100%

## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Time Deposit

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Home Rate Management

OMB: No:1535-0092

07/01/2009 03:50 PM EDT

**Subscription for Purchase and Issue - Time Deposit**

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber **Viewer** Securities Review

ABA/TIN	Organization Name
<input type="checkbox"/>	Other Big Bank

Remove Viewer

**Add a Viewer**

ABA  TIN  Organization

Name

Add Viewer Clear Rate Table Applied Cancel

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/GA-SZ/jsp/subscription.jsf Local intranet 100%

A Viewer is any institution that may not have access to the subscription or issued case but may need information from the case, such as a Statement of Account. If that institution has SLGSafe access, you can enter their ABA or TIN and name on this tab. Click on Add Viewer and they will have view-only access. They will not be able to alter account information or request a redemption. Only the State and Local or Trustee has the ability to perform these tasks.



## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Time Deposit

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OMB: No:1535-0092

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07/01/2009 03:50 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber **Viewer** Securities Review

	ABA/TIN	Organization Name
<input type="checkbox"/>		Other Big Bank

[Remove Viewer](#)

**Add a Viewer**

ABA  TIN  Organization

Name

[Add Viewer](#) [Clear](#) [Rate Table Applied](#) [Cancel](#)

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Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

/GA-SZ/jsp/subscription.jsf Local intranet 100%

In order to delete a viewer, check the box beside the institution's information and hit the remove viewer button. You can add and delete viewers at any time.

## Entering a Time Subscription into SLGSafe

Here is where you enter the specific security information. Notice the buttons below the table. You can remove a security from the list, add more to the list, look at the rate table applied, clear the list, and validate the information. Place arrow on Validate button. Validate will test the information you have entered against the regulations to make sure the information is correct according to the regulations. For instance, if you enter an interest rate higher than the highest rate allowed, you will see an error telling you to enter a lower rate.

Place the arrow on the line of text above the table that asks about the interest rate. Leaving this screen will also run the edits. The system will prompt you to check the interest rates again if any rate you entered is less than the highest allowable rate. To continue, verify the rates you entered and choose Yes.

	Security Number	Security Type	Principal Amount	Interest Rate	Maturity Date	1st Interest Payment Date	Security Description
<input type="checkbox"/>	1		1000.00	0.00 %	10.31.09		
<input type="checkbox"/>	2			%			
<input type="checkbox"/>	3			%			
<input type="checkbox"/>	4			%			
<input type="checkbox"/>	5			%			
<input type="checkbox"/>	6			%			
<input type="checkbox"/>	7			%			
<input type="checkbox"/>	8			%			
<input type="checkbox"/>	9			%			
<input type="checkbox"/>	10			%			
<input type="checkbox"/>	11			%			
<input type="checkbox"/>	12			%			
<input type="checkbox"/>	13			%			
<input type="checkbox"/>	14			%			
<input type="checkbox"/>	15			%			

Remove Selected Securities   Add more rows for entry   Clear   Rate Table Applied   Cancel   Validate

If you are uploading an XML file from a vendor's software, either type in the location of the file or click Browse, which will allow you to browse your computer for the file. Once you select the file, hit the UPLOAD button. The securities will automatically fill in the Schedule of Securities table. Check with your vendor to see if this feature is available with their municipal securities software. Public Debt can provide the file specifications to the vendor upon request. If you receive the error message, "XML file is invalid," check to make sure the date format of each security is Year-Month-Day. For example, 2005-05-30. To answer any questions about uploading this file, visit the SLGSafe Ready to Logon page at [http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe\\_logon.htm](http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe_logon.htm) or call (304) 480-5299.

## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Time Deposit

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07/01/2009 03:51 PM EDT

### Subscription for Purchase and Issue - Time Deposit

Owner Trustee Funds for Purchase ACH Institution ACH Instructions Subscriber Viewer Securities **Review**

#### Issue Information

<b>Treasury Case Number</b>	<b>Status</b>
<b>Issue Date</b> 07/31/2009	<b>Issue Amount</b> \$1,000.00
<b>Rate Table Date</b> 07/01/2009	

#### Owner

**Taxpayer Identification Number**

**Underlying Bond Issue** 2002 Refunding

**Owner Name** Big School ISD

**Address Line 1** 1234 School Road

**Line 2** Room 1

**Line 3**

**City** Smallville

**State** WV

**Zip Code** 26101

**Contact Name** John Smith

**Telephone** 304-222-8888

**Fax** 304-222-9999

**E-mail** jsmith@smallville.gov

This page forces you to review the information you entered for the subscription. It is your responsibility to make sure the information is correct before the subscription issues.

#### Trustee

**ABA Routing Number**

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## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Time Deposit

Home RSS Print Page Tools

### Securities

Security Number	Security Type	Principal Amount	Interest Rate	Maturity Date	First Interest Payment Date	Security Description
1	C of I	\$1,000.00	0.000000000%	10/31/2009		
2			%			
3			%			
4			%			
5			%			
6			%			
7			%			
8			%			
9			%			
10			%			
11			%			
12			%			
13			%			
14			%			
15			%			

This is the end of the previous screen. Notice that when you click on the Submit to Treasury tab, you are also agreeing to comply with the terms and conditions of the SLGS regulations. Please make sure to read this and understand your responsibilities. When you are ready to submit the information, click Submit to Treasury. Do not double-click on the Submit to Treasury button. That may result in duplicating your subscription.

### Submit

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.
- > If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.
- > If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

Submit to Treasury Rate Table Applied Cancel

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/GA-SZ/jsp/subscription.jsf

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## Entering a Time Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Time Deposit

PORTFOLIO MANAGEMENT SYSTEM

Home Rate Management Reports Help Contact Us Logout

**Subscription for Purchase and Issue - Time Deposit**

Thank you for subscribing to SLGS. The Bureau of the Public Debt has received the following subscription:

**Confirmation**

<b>Treasury Case Number</b>	2009
<b>Program Type</b>	Time Deposit
<b>Issue Amount</b>	\$1,000.00
<b>Issue Date</b>	07/31/2009
<b>Owner</b>	Big School ISD
<b>TIN</b>	
<b>Rate Table Date</b>	07/01/2009
<b>Status</b>	Complete

**Please record this information for your case file.**

**Timestamp**

<b>Confirmation Date</b>	07/01/2009
<b>Confirmation Time</b>	03:52 PM EDT

[Create PDF](#)

**Print the confirmation page. It cannot be re-created.**

Notice that the system has generated a case number. You will use this case number throughout the life of the case. NOTE: The subscription must be completed by 3:00 p.m. on the issue day or the SLGS will not issue without penalty. If your Confirmation page shows the status as incomplete and the sentence: "Please record this information for your case file. The complete subscription must be received by issue date." That means your subscription is NOT complete. You are expected to finish the subscription in time for issue. If your Confirmation page shows the status as complete and just reads, "Please record this information for your case file", your subscription is complete and ready to issue.

To create a PDF version of this page, click the Create PDF button.

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## Entering a Time Subscription into SLGSafe

subscriptionConfirmation[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 105% Find



**DEPARTMENT OF THE TREASURY**  
BUREAU OF PUBLIC DEBT  
PARKERSBURG, WV 26106-1328

**SUBSCRIPTION CONFIRMATION**  
State and Local Government Series Securities

Treasury Case Number:	2009
Program Type:	Time Deposit
Issue Amount:	\$1,000.00
Issue Date:	07/31/2009
Owner Name:	Big School ISD
TIN:	
Rate Table Date:	07/01/2009
Status:	Complete
Confirmation Date:	07/01/2009
Confirmation Time:	03:52 PM EDT

At this point, you have entered the information for a SLGS purchase. For training on how to update a subscription that you have already entered, refer to the section entitled, [View or Update a Subscription Before Issue Date](#).

# SLGSafe User's Guide

## Entering a Demand Subscription into SLGSafe

Welcome to SLGSafe®, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Demand Deposit can be made with the SLGSafe system. The minimal amount of information required on the Demand Deposit subscription conveys the subscriber's intent to purchase securities. Prior to entering the SLGSafe site, the prospective subscriber must be ready to identify:

- Subscription Issue Amount
- Issue Date
- Underlying Bond Issue
- Taxpayer Identification Number (TIN)
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

A “marketable security” is any security other than a State or Local Government Series (SLGS) security. Examples of marketable securities include Treasury securities (other than SLGS securities), guaranteed investment contracts, and Federal agency securities.

To make a Demand Deposit subscription, please do the following:

In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, [www.slgs.gov](http://www.slgs.gov)) and received your SLGSafe Logon ID from the Bureau of the Public Debt's IT Service Desk. At the login screen, enter your Logon ID and password.



## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

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### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

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## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Demand Deposit

Issue Information

Treasury Case Number **Status**

Issue Date 8/14/09 Issue Amount 10000.00

Rate Table Date 07/01/2009

State or Local Government Body

Taxpayer Identification Number

Underlying Bond Issue Series 2007B

Owner Name Village of Washington

Address Line 1 88 Front Street

Line 2

Line 3

City Washington

State WV

Zip Code 26106 -

Contact Name Ann Ford

Telephone 304-333-7777

Fax 304-333-8888

E-mail aford@wash.gov

Clear Cancel

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Done Local intranet 100%

This is the main page of the subscription where you will enter some of the basic information. Notice that there are several gray tabs above. After you have entered the information on this tab, click on the next gray tab to enter information for that area, and continue until all the information for this subscription is entered.

Enter the Owner information only. Do not put the Trustee or escrow agent's name in the Owner information box. This box should only contain the tax-exempt entity's name. If you must include the bank name, put it in Line 1 of the address information, i.e. C/O.

## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Demand Deposit

07/01/2009 04:07 PM EDT

### Subscription for Purchase and Issue - Demand Deposit

Owner **Trustee** Funds for Purchase Subscriber Viewer Review

**ABA Routing Number**

**Bank Name**

**Address Line 1**

**Line 2**

**Line 3**

**City**

**State**

**Zip Code**  -

**Contact Name**

**Telephone**

**Fax**

**E-mail**

**Bank Reference Number**

Enter the bank information here. It is recommended to include full contact information.

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

/GA-SZ/jsp/subscription.jsf Local intranet 100%



## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Demand Deposit

SLGSafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 04:10 PM EDT

### Subscription for Purchase and Issue - Demand Deposit

Owner Trustee **Funds for Purchase** Subscriber Viewer Review

#### Financial Institution Transmitting Funds for Purchase

ABA Routing Number

Bank Name

Contact Name

Telephone

Fax

E-mail

Notice the button at the bottom of the screen that reads, "Same as Trustee." If the bank information of the bank managing the ACH payments for this issue is the same as the Trustee information you just entered, you can hit this button and the system will automatically fill in that information. If it is not, you can enter the information normally.

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

/GA-SZ/jsp/subscription.jsf

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## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

★ ★ TD Subscription for Purchase and Issue - Demand Deposit

SLGSafe® PORTFOLIO MANAGEMENT SYSTEM

SLGSafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 04:10 PM EDT

### Subscription for Purchase and Issue - Demand Deposit

Owner Trustee Funds for Purchase **Subscriber** View Review

**LDAP Username** Customer1  
**ABA/TIN**  
**Organization Name** BPD  
**Address Line 1** 100 Main St  
**Line 2**  
**Line 3**  
**City** Chicago  
**State** IL  
**Zip Code** 12345  
**Contact Name** SLGS User9  
**Telephone** 123-456-1234  
**Fax**  
**E-mail** Customer1@bpd.treas.gov

Clear Cancel

The subscriber information is automatically entered into the subscription when you click on the Demand Deposit link. This information cannot be changed. It simply records who entered the subscription initially.

Done Local intranet 100%

## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Demand Deposit

SLGSafe®  
PORTFOLIO  
MANAGEMENT  
SYSTEM

Home Rate Management

OMB: No:1535-0092

07/01/2009 04:10 PM EDT

**Subscription for Purchase and Issue - Demand Deposit**

Owner Trustee Funds for Purchase Subscriber **Viewer** Review

**ABA/TIN Organization Name**

Remove Viewer

Add a Viewer

Name ABA TIN Organization

Add Viewer Clear Cancel

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

Done Local intranet 100%

A Viewer is any institution that may not have access to the subscription or issued case but may need information from the case, such as a Statement of Account. If that institution has SLGSafe access, you can enter their ABA or TIN and name on this tab. Click on Add Viewer and they will have view-only access. They will not be able to alter account information or request a redemption. Only the State and Local or Trustee has the ability to perform these tasks.

In order to delete a viewer, check the box beside the institution's information and hit the remove viewer button. You can add and delete viewers at any time.

## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Demand Deposit

07/01/2009 04:14 PM EDT

### Subscription for Purchase and Issue - Demand Deposit

Owner Trustee Funds for Purchase Subscriber Viewer **Review**

#### Issue Information

<b>Treasury Case Number</b>	<b>Status</b>
<b>Issue Date</b> 08/14/2009	<b>Issue Amount</b> \$10,000.00
<b>Rate Table Date</b> 07/01/2009	

#### Owner

<b>Taxpayer Identification Number</b>	
<b>Underlying Bond Issue</b>	Series 2007B
<b>Owner Name</b>	Village of Washington
<b>Address Line 1</b>	88 Front Street
<b>Line 2</b>	
<b>Line 3</b>	
<b>City</b>	Washington
<b>State</b>	WV
<b>Zip Code</b>	26106
<b>Contact Name</b>	Ann Ford
<b>Telephone</b>	304-333-7777
<b>Fax</b>	304-333-8888
<b>E-mail</b>	aford@wash.gov

This page forces you to review the information you entered for the subscription. It is your responsibility to make sure the information is correct before the subscription issues.

#### Trustee

<b>ABA Routing Number</b>	
<b>Bank Reference Number</b>	
<b>Bank Name</b>	Other Big Bank
<b>Address Line 1</b>	345 Market Street

Done Local intranet 100%

## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Demand Deposit

Subscriber

**ABA/TIN**

**Organization Name** BPD

**Address Line 1** 100 Main St

**Line 2**

**Line 3**

**City** Chicago

**State** IL

**Zip Code** 12345

**Contact Name** SLGS User9

**Telephone** 123-456-1234

**Fax**

**E-mail** Customer1@bpd.treas.gov

This is the end of the previous screen. Notice that when you click on the Submit to Treasury tab, you are also agreeing to comply with the terms and conditions of the SLGS regulations. Please make sure to read this and understand your responsibilities. When you are ready to submit the information, click Submit to Treasury.

Viewers

ABA/TIN	Organization Name
---------	-------------------

Submit

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.
- > If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.
- > If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

[Submit to Treasury](#) [Cancel](#)

Local intranet 100%



## Entering a Demand Subscription into SLGSafe

The screenshot shows the SLGSafe v0.11.11.0 web application interface. The browser address bar displays "TD Subscription for Purchase and Issue - Demand Deposit". The page header includes the SLGSafe logo, the version number "SLGSafe v0.11.11.0", and the OMB number "OMB: No:1535-0092". A navigation bar contains links for Home, Rate Management, Reports, Help, Contact Us, and Logout. The main content area is titled "Subscription for Purchase and Issue - Demand Deposit" and includes a thank-you message from the Bureau of the Public Debt. A "Confirmation" section lists subscription details: Treasury Case Number 2009, Program Type Demand Deposit, Issue Amount \$10,000.00, Issue Date 08/14/2009, Owner Village of Washington, TIN, Rate Table Date 07/01/2009, and Status Complete. A red instruction states "Please record this information for your case file." A "Timestamp" section shows the Confirmation Date as 07/01/2009 and Confirmation Time as 04:15 PM EDT. A "Create PDF" button is visible. A "Print the confirmation page. It cannot be re-created." message is displayed in a grey box. A larger grey box contains a detailed note about the case number and the importance of completing the subscription by the issue date. A final grey box instructs the user to click the "Create PDF" button to generate a PDF version of the page. The footer includes links for Freedom of Information Act, Law & Guidance, Privacy & Legal Notices, Website Terms & Conditions, Accessibility, and Data Quality. The browser status bar shows "Done" and "Local intranet".

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Demand Deposit

SLGSafe®  
PORTFOLIO  
MANAGEMENT  
SYSTEM

SLGSafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

**Subscription for Purchase and Issue - Demand Deposit**

Thank you for subscribing to SLGS. The Bureau of the Public Debt has received the following subscription:

**Confirmation**

**Treasury Case Number** 2009  
**Program Type** Demand Deposit  
**Issue Amount** \$10,000.00  
**Issue Date** 08/14/2009  
**Owner** Village of Washington  
**TIN**  
**Rate Table Date** 07/01/2009  
**Status** Complete

**Please record this information for your case file.**

**Timestamp**

**Confirmation Date** 07/01/2009  
**Confirmation Time** 04:15 PM EDT

[Create PDF](#)

Print the confirmation page. It cannot be re-created.

Notice that the system has generated a case number. You will use this case number throughout the life of the case. NOTE: The subscription must be completed by 3:00 p.m. on the issue day or the SLGS will not issue without penalty. If your Confirmation page shows the status as incomplete and the sentence: "Please record this information for your case file. The complete subscription must be received by issue date." That means your subscription is NOT complete. You are expected to finish the subscription in time for issue. If your Confirmation page shows the status as complete and just reads, "Please record this information for your case file", your subscription is complete and ready to issue.

To create a PDF version of this page, click the Create PDF button.

Freedom of Information Act | Law & Guidance | Privacy & Legal Notices | Website Terms & Conditions | Accessibility | Data Quality


Done Local intranet 100%

## Entering a Demand Subscription into SLGSafe

subscriptionConfirmation[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 105% Find



**DEPARTMENT OF THE TREASURY**  
BUREAU OF PUBLIC DEBT  
PARKERSBURG, WV 26106-1328

**SUBSCRIPTION CONFIRMATION**  
State and Local Government Series Securities

Treasury Case Number:	2009
Program Type:	Demand Deposit
Issue Amount:	\$10,000.00
Issue Date:	08/14/2009
Owner Name:	Village of Washington
TIN:	
Rate Table Date:	07/01/2009
Status:	Complete
Confirmation Date:	07/01/2009
Confirmation Time:	04:15 PM EDT

At this point, you have entered the information for a SLGS purchase. For training on how to update a subscription that you have already entered, refer to the section entitled, [View a Subscription Before Issue Date](#).

# SLGSafe User's Guide

## Viewing a Subscription Before Issue

Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. Viewing the subscription is a good way to make sure you have entered all the information needed to complete the subscription. It's also a good idea to copy the Review page for your records.

A "marketable security" is any security other than a State or Local Government Series (SLGS) security. Examples of marketable securities include Treasury securities (other than SLGS securities), guaranteed investment contracts, and Federal agency securities.

In order to view a subscription, choose View or Update a Subscription Before Issue Date from the Home tab.



## Viewing a Subscription Before Issue

File Edit View Favorites Tools Help

TD Home

SLGSAFESafe  
PORTFOLIO  
MANAGEMENT  
SYSTEM

SLGSAFESafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 08:18 AM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

In order to view a subscription, choose View Subscriptions from the Home screen. Once you click on that link, you will see a list of outstanding subscriptions. This list shows all the open subscriptions for your bank. This is a good place to check to see what subscriptions your organization has pending and the issue day.

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

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## Viewing a Subscription Before Issue

File Edit View Favorites Tools Help

★ TD View Subscriptions

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PORTFOLIO  
MANAGEMENT  
SYSTEM

SLGSSafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 08:19 AM EDT

### View Subscriptions

Subscriptions

	<u>View</u>	<u>TIN</u>	<u>Program</u>	<u>Status</u>	<u>Owner Name</u>	<u>Rate Table Date</u>	<u>Issue Date</u>	<u>Issue Amount</u>
<a href="#">Change</a>	<a href="#">2009</a>		Demand Deposit	Complete	Village of Washington	07/01/2009	08/14/2009	\$10,000.00
<a href="#">Change</a>	<a href="#">2009</a>		Time Deposit	Complete	Big School ISD	07/01/2009	07/31/2009	\$1,000.00

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

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## Viewing a Subscription Before Issue

File Edit View Favorites Tools Help

TD View a Subscription Before Issue - Time Deposit

Home Rate Management Reports Help Contact Us Logout

07/01/2009 08:21 AM EDT

### View a Subscription Before Issue - Time Deposit

#### Issue Information

<b>Treasury Case Number</b>	
<b>Status</b>	Complete
<b>Issue Date</b>	07/31/2009
<b>Issue Amount</b>	\$1,000.00
<b>Rate Table Date</b>	07/01/2009

#### Owner

<b>Taxpayer Identification Number</b>	
<b>Underlying Bond Issue</b>	2002 Refunding
<b>Owner Name</b>	Big School ISD
<b>Address Line 1</b>	1234 School Road
<b>Line 2</b>	Room 1
<b>Line 3</b>	
<b>City</b>	Smallville
<b>State</b>	WV
<b>Zip Code</b>	26101
<b>Contact Name</b>	John Smith
<b>Telephone</b>	304-222-8888
<b>Fax</b>	304-222-9999
<b>E-mail</b>	jsmith@smallville.gov

#### Trustee

<b>ABA Routing Number</b>	
<b>Bank Reference Number</b>	

Done

Local intranet 100%

This Review screen shows what information has been input for this subscription. You may want to print this and look to see if any information is missing. The subscription must be completed by 3:00 p.m. ET on the day of issue. It is your responsibility to make sure the information is complete and correct.

## Viewing a Subscription Before Issue

**Securities**

<u>Security Number</u>	<u>Security Type</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>First Interest Payment Date</u>	<u>Security Description</u>
1	C of I	\$70,000.00	0.0000000000%	01/02/2010		

[Return to List](#)

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

To review another subscription or make changes or updates to the subscription, hit the Return to List button at the bottom of the review screen.

From this list you can click on Change and make changes to the subscription. See the section on [Changing a Subscription Before Issue](#) to learn how to update the subscription.

# SLGSafe User's Guide

## Change a Subscription Before Issue

You can change a subscription in SLGSafe, provided you are authorized to do so. A Trustee, Owner, or Subscriber can make changes to a subscription.

Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. In order to update or make changes to a subscription, follow the steps below.

A “marketable security” is any security other than a State or Local Government Series (SLGS) security. Examples of marketable securities include Treasury securities (other than SLGS securities), guaranteed investment contracts, and Federal agency securities.

In order to update a subscription, choose View or Update a Subscription Before Issue Date from the Home tab.



## Change a Subscription Before Issue

File Edit View Favorites Tools Help

TD Home

SLGSAFESafe  
PORTFOLIO  
MANAGEMENT  
SYSTEM

SLGSAFESafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 08:18 AM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

In order to change or update a subscription, choose View Subscriptions from the Home screen. Once you click on that link, you will see a list of outstanding subscriptions. This list shows all the open subscriptions for your bank. This is a good place to check to see what subscriptions your organization has pending and the issue day.

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## Change a Subscription Before Issue

File Edit View Favorites Tools Help

★ TD View Subscriptions

SLG Safe v0.11.11.0

OMB: No:1535-0092

Home Rate Management

The Status column shows whether the subscription is "Complete" and ready to issue or, "Incomplete" and still needs to be updated.

07/01/2009 08:19 AM EDT

### View Subscriptions

Subscriptions

	<u>View</u>	<u>TIN</u>	<u>Program</u>	<u>Status</u>	<u>Owner Name</u>	<u>Rate Table Date</u>	<u>Issue Date</u>	<u>Issue Amount</u>
<a href="#">Change</a>	<a href="#">2009</a>		Demand Deposit	Complete	Village of Washington	07/01/2009	08/14/2009	\$10,000.00
<a href="#">Change</a>	<a href="#">2009</a>		Time Deposit	Complete	Big School ISD	07/01/2009	07/31/2009	\$1,000.00

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

To make changes to the subscription, click on the Change link in the first column beside the Case Number of the subscription you want to change.

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## Change a Subscription Before Issue

File Edit View Favorites Tools Help

★ TD Change a Subscription Before Issue - Time Deposit

Home RSS Print Page Tools

### Change a Subscription Before Issue - Time Deposit

**Owner** | Trustee | Funds for Purchase | ACH Institution | ACH Instructions | Subscriber | Viewer | Securities | Review

#### Issue Information

**Treasury Case Number** 2009 **Status** Complete

**Issue Date** 07/31/2009 **Issue Amount** \$1,000.00

**Rate Table Date** 07/01/2009

#### State or Local Government Body

**Taxpayer Identification Number**

**Underlying Bond Issue** 2002 Refunding

**Owner Name** Big School ISD

**Address Line 1** 1234 School Road

**Line 2** Room 1

**Line 3**

**City** Smallville

**State** WV

**Zip Code** 26101 -

**Contact Name** John Smith

**Telephone** 304-222-8888

**Fax** 304-222-9999

**E-mail** jsmith@smallville.gov

This brings up the subscription screen where you originally entered the information. Notice that there is some information you will not be able to change. According to our regulations (31 CFR Part 344), the issue day cannot be changed, so that information is not available for change. Any other information shown in open text boxes is available to change. Note that some information has restrictions per our regulations. The issue amount can only be changed 10% above or below the original issue amount.

Continue tabbing through the screens until you have made all the updates you require. Be sure to include contact information. For more information on updating information on the different tabs, see the section on [Entering a Time or Demand Subscription](#).

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## Change a Subscription Before Issue

File Edit View Favorites Tools Help

TD View a Subscription Before Issue - Time Deposit

Home Rate Management Reports Help Contact Us Logout

07/01/2009 08:21 AM EDT

### View a Subscription Before Issue - Time Deposit

**Issue Information**

<b>Treasury Case Number</b>	
<b>Status</b>	Complete
<b>Issue Date</b>	07/31/2009
<b>Issue Amount</b>	\$1,000.00
<b>Rate Table Date</b>	07/01/2009

**Owner**

<b>Taxpayer Identification Number</b>	
<b>Underlying Bond Issue</b>	2002 Refunding
<b>Owner Name</b>	Big School ISD
<b>Address Line 1</b>	1234 School Road
<b>Line 2</b>	Room 1
<b>Line 3</b>	
<b>City</b>	Smallville
<b>State</b>	WV
<b>Zip Code</b>	26101
<b>Contact Name</b>	John Smith
<b>Telephone</b>	304-222-8888
<b>Fax</b>	304-222-9999
<b>E-mail</b>	jsmith@smallville.gov

Once you have made all the changes, review the information. None of your changes will be accepted until you have hit the Submit to Treasury button at the bottom of the Review tab.

**Trustee**

<b>ABA Routing Number</b>	
<b>Bank Reference Number</b>	

Done

Local intranet 100%

## Change a Subscription Before Issue

**Viewers**

ABA/TIN	Organization Name
	bk

**Securities**

Security Number	Security Type	Principal Amount	Interest Rate	Maturity Date	First Interest Payment Date	Security Description
1	Note	\$25,986.00	0.0000000000%	01/15/2012		

**Submit**

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.
- > If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.
- > If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

[Submit to Treasury](#) [Rate Table Applied](#) [Cancel](#)

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U.S. Department of the Treasury, Bureau of the Public Debt

At the bottom of the Review tab, you will see the Submit to Treasury button. Click on this button and you will receive a confirmation page.

## Change a Subscription Before Issue — Review Confirmation

### Change a Subscription Before Issue - Time Deposit

Thank you for subscribing to SLGS. The Bureau of the Public Debt has received change(s) to the following subscription:

#### Confirmation

**Treasury Case Number** 2009  
**Program Type** Time Deposit  
**Issue Amount** \$25,986.00  
**Issue Date** 07/15/2009  
**Owner** TOWN OF CLINTON (CLINTON REF ESC 12/29/04)  
**TIN**  
**Rate Table Date** 06/29/2009  
**Status** Complete

Please record this information for your case file.

#### Timestamp

**Confirmation Date** 07/03/2009  
**Confirmation Time** 09:59 AM EDT

[Create PDF](#)

Print this page for your records. If you do not receive a confirmation page, your changes were not accepted. You can also create a .pdf of the confirmation by clicking on the Create PDF button from this page.

# SLGSafe User's Guide

## Changing a Case After Issue

You can change a case in SLGSafe, provided you are authorized to do so.

After the case is issued, only addresses, contact names, and contact numbers can be changed. Other changes should be submitted to the Special Investments Branch by fax at (304) 480-5277. There may be an administrative fee for this service.

After issue, only the Trustee or Owner can make changes.





## Changing a Case After Issue

File Edit View Favorites Tools Help

★ ★ TD Home

SLG Safe v0.12.01.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/02/2009 08:10 AM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

From the Home tab, click on the Case link under View or Update a Case After Issue.

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)

Customer1: Customer1@bpd.treas.gov: SLGS\_CUST

/GA-SZ/jsp/home.jsf Local intranet 100%

## Changing a Case After Issue

File Edit View Favorites Tools Help

★ Case Search

SLGSSafe®  
PORTFOLIO  
MANAGEMENT  
SYSTEM

SLGSSafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 08:22 AM EDT

### Case Search

#### Search Criteria

Treasury Case Number	<input type="text"/>		
Owner TIN	<input type="text"/>		
Bank Reference Number	<input type="text"/>		
ABA Routing Number	<input type="text"/>	Role	<input type="text"/>
From Issue Date	<input type="text"/>	To Issue Date	<input type="text"/>
Program Type	Time <input type="checkbox"/>	Demand	<input type="checkbox"/>
Status	Open <input type="checkbox"/>	Closed	<input type="checkbox"/>

From the Case Search screen, you can narrow down your search by entering an ABA or TIN number, putting in a date range, choosing Time or Demand, Open or Closed, or role, such as Trustee. If you choose nothing and hit the Search button, you will receive a list of all cases you are authorized to change. Keep in mind that depending on the size of your organization, this could be a very long list. If the list is long, it could tie up your computer for some time. We recommend using the various search options to narrow down your search as much as possible.

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## Changing a Case After Issue

File Edit View Favorites Tools Help

Case Search

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SYSTEM

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OMB: No:1535-0092

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06/30/2009 09:42 AM EDT

### Case Search

#### Search Criteria

Treasury Case Number

Owner TIN

Bank Reference Number

ABA Routing Number

From Issue Date

Program Type

Status

Role

To Issue Date

Time ☐ Demand ☐

Open ☐ Closed ☐

We suggest searching by using the Case Number if you know it.

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## Changing a Case After Issue

File Edit View Favorites Tools Help

★ TD Case Search Results

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Home Rate Manager

2/2009 08:12 AM EDT

**Case Search Results**

**Search Criteria**

Treasury Case Number 2009  
Owner TIN  
Bank Reference Number  
ABA Routing Number  
From Issue Date  
Program Type  
Status

Role  
To Issue Date

**Search Results**

	View Case	TIN	Owner Name	Program	Status	Issue Date	Issue Amount
<input checked="" type="checkbox"/>	<a href="#">Change</a>	<a href="#">2009</a>		Time Deposit	Open	06/30/2009	\$2,688,422.00

[Return To Search](#) [Print Statement of Account](#)

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Your search will return a list based on your search criteria. By clicking in the open box in the first column, you can click on Print Statement of Account at the bottom of the page, to see and print a current Statement. If you choose this option, you will be asked to open or save the document as a PDF.

To Change the case, click on the Change link.

To View the case, click on the Case Number in the View column. This will give you the Review page which you can print or create a PDF document to save or email.

## Changing a Case After Issue

File Edit View Favorites Tools Help

TD Maintain Case After Issue - Time Deposit

Home RSS Print Page Tools

### Maintain Case After Issue - Time Deposit

**Owner** | Trustee | ACH Institution | ACH Instructions | Subscriber | Viewer | Securities | Review

#### Issue Information

**Treasury Case Number** 2009      **Status** Open  
**Issue Date** 06/30/2009      **Issue Amount** \$2,688,422.00  
**Rate Table Date** 06/23/2009

#### State or Local Government Body

**Taxpayer Identification Number**

**Underlying Bond Issue**

**Owner Name**

**Address Line 1**

**Line 2**

**Line 3**

**City** HACKENSACK

**State** NJ

**Zip Code** 07601

**Contact Name**

**Telephone**

**Fax**

**E-mail**

This opens up the screens belonging to the case you need to change. Very little information is available to change. We suggest you do try to keep the contact information updated in the event that Special Investments Branch needs to call with a question or problem with the case or a payment. Continue tabbing through the screens and make changes as needed. To save your changes, click on the Review tab.

Done

Local intranet 100%



## Changing a Case After Issue

File Edit View Favorites Tools Help

TD Maintain Case After Issue - Time Deposit

ABA/TIN  
Organization Name  
Address Line 1  
Line 2  
Line 3  
City Marlton  
State NJ  
Zip Code 08053  
Contact Name  
Telephone  
Fax  
E-mail

Viewers

ABA/TIN Organization Name

Securities

Security Number	Security Type	Status	Principal Amount	Interest Rate	Maturity Date	First Interest Payment Date	Security Description
1	C of I	Issued	\$2,688,422.00	0.120000000%	08/05/2009		

Submit

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.

Submit to Treasury Rate Table Applied Cancel Return To List

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At the bottom of the Review screen, hit the Submit to Treasury button or if there are no changes, you can hit the Return to List button or click on the Home tab.

## Changing a Case After Issue

### Maintain Case After Issue - Time Deposit

The Bureau of the Public Debt has received your changes for the following case:

#### Confirmation

**Treasury Case Number** 2005  
**Program Type** Time Deposit  
**Issue Amount** \$59,968,051.00  
**Issue Date** 08/19/2005  
**Owner**  
**TIN**  
**Rate Table Date** 08/09/2005  
**Status** Open

You must hit the Submit to Treasury button to save the changes. If you did not receive a confirmation page, the changes were not accepted. From this page, you can hit Return to List, Create PDF or hit the Home tab.

**Please record this information for your case file.**

#### Timestamp

**Confirmation Date** 07/03/2009  
**Confirmation Time** 10:32 AM EDT

[Create PDF](#)

[Return to List](#)

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U.S. Department of the Treasury, Bureau of the Public Debt

# SLGSafe User's Guide

## Time Deposit Early Redemption Simulation

Time Deposits can be redeemed earlier than their scheduled redemption date as explained under the Federal Register 31 CFR Part 344.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

This is a test of an early redemption. You can do as many tests as you like. The system will not allow you to submit the request. If you decide to schedule an early redemption, click on Time Deposit Early Redemption from the Home tab.

Partial redemptions can be requested in any amount; however, an account balance of less than \$1,000 will be redeemed in total.

Under current regulations, a request for redemption must be submitted no less than 14 days and no more than 60 days before the requested redemption date.

If a security is redeemed before maturity on a date other than a scheduled interest payment date, interest is paid for the fractional interest period since the last interest payment date.

Any remaining interest and principal payments are discounted, using the current Treasury borrowing rate, for the remaining term to maturity of the security being redeemed. This will result in a premium or a penalty to the government body, depending on whether the current Treasury borrowing rate is lower or higher than the stated interest rate of the early-redeemed SLGS security. The discount rate that will be applied (current Treasury borrowing rate) can be found on the table of maximum interest rates payable on US Treasury securities—State and Local Government Series. The rate used from this table is the one listed for the day the redemption request is received by the Special Investments Branch, plus one basis point.

The penalty/premium is determined using the security interest rate and the calculations determined by the regulations in effect at the time of initial subscription. The possibility for a premium has been available since the SLGS regulations that were effective on or after October 28, 1996. The rate table in effect on the date of an early redemption request is used to determine the Treasury cost of borrowing rate.



## Time Deposit Early Redemption Simulation

File Edit View Favorites Tools Help

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### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

Click on the Time Deposit Early Redemption Simulation to bring up the request screen.

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## Time Deposit Early Redemption Simulation

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★ TD Early Redemption Simulation - Time Deposit

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### Early Redemption Simulation - Time Deposit

#### Time Deposit

Treasury Case Number

Enter the case number for the case.  
Hit Retrieve.

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## Time Deposit Early Redemption Simulation

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### Early Redemption Simulation - Time Deposit

#### Case Information

<b>Treasury Case Number</b>	2003	<b>Owner TIN</b>	
<b>Issue Date</b>	09/12/2003	<b>Owner Name</b>	
<b>Rate Table Date</b>	07/29/2003	<b>Underlying Bond Issue</b>	Unknown
<b>Request Date</b>	07/01/2009	<b>Requested by</b>	Customer1

#### Schedule Payment Information

**Redemption Date**

[Retrieve Securities](#)

This screen shows some information about the case. Enter the requested redemption date. This date must be a Federal business day. Hit Retrieve Securities.

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## Time Deposit Early Redemption Simulation

File Edit View Favorites Tools Help

TD Early Redemption Simulation - Time Deposit

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### Early Redemption Simulation - Time Deposit


#### Case Information

Treasury Case Number	2003	Owner TIN	
Issue Date	09/12/2003	Owner Name	
Rate Table Date	07/29/2003	Underlying Bond Issue	Unknown
Request Date	07/01/2009	Requested by	Customer1

#### Schedule Payment Information

Redemption Date

#### Securities with Outstanding Principal Amount

Security Number	Security Type	Issue Amount	Original Maturity Date	Principal Outstanding	Redemption Type	Redemption Amount Requested	Security Description
13	Note	\$62,573,518.00	11/15/2009	\$62,573,518.00	None 	\$ <input type="text"/>	

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This screen shows a list of all securities available for redemption. Use the drop-down list under Redemption Type in the table to choose "Partial" or "Complete."

## Time Deposit Early Redemption Simulation

File Edit View Favorites Tools Help

TD Early Redemption Simulation - Time Deposit

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07/01/2009 01:01 PM EDT

### Early Redemption Simulation - Time Deposit

**Case Information**

<b>Treasury Case Number</b>	2003	<b>Owner TIN</b>	
<b>Issue Date</b>	09/12/2003	<b>Owner Name</b>	
<b>Rate Table Date</b>	07/29/2003	<b>Underlying Bond Issue</b>	Unknown
<b>Request Date</b>	07/01/2009	<b>Requested by</b>	Customer1

**Schedule Payment Information**

<b>Redemption Date</b>	08.03.09	<a href="#">Retrieve Securities</a>
------------------------	----------	-------------------------------------

**Securities with Outstanding Principal Amount**

Security Number	Security Type	Issue Amount	Original Maturity Date	Principal Outstanding	Redemption Type	Redemption Amount Requested	Security Description
13	Note	\$62,573,518.00	11/15/2009	\$62,573,518.00	Partial	\$ 5000000	

Continue

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If you choose "Partial", you must enter a dollar amount under Redemption Amount Requested. If you choose "Complete," you do not need to enter an amount. You may choose as many securities as you want. You can also choose any combination of Partial and Complete redemptions.

Hit Continue.

## Time Deposit Early Redemption Simulation

File Edit View Favorites Tools Help

★ TD Early Redemption Simulation Report - Time Deposit

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### Early Redemption Simulation Report - Time Deposit

#### Case Information

<b>Treasury Case Number</b>	2003	<b>Owner TIN</b>	
<b>Issue Date</b>	09/12/2003	<b>Owner Name</b>	
<b>Rate Table Date</b>	07/29/2003	<b>Underlying Bond Issue</b>	Unknown
<b>Request Date</b>	07/01/2009	<b>Requested by</b>	Customer1
<b>Redemption Date</b>	08/03/2009		

#### Securities Requested for Early Redemption

Security Number	Issue Amount	Redemption Amount Requested	Accrued Interest	Penalty	Discount	Premium	Net Amount Paid	Security Description
13	\$62,573,518.00	\$5,000,000.00	\$37,329.35		\$0.00	\$35,053.26	\$5,072,382.61	

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This shows the simulation under the conditions you entered. The results show accrued interest, premium or penalty, and the total you would receive if you schedule an early redemption using the same conditions.

Notice there is no Submit button. You can create a .PDF version to email and you can also choose Return to Previous Page to try other scenarios.

If you want another entity that does not have access to the case to have the ability to do an early redemption simulation, you must add that entity as a Viewer. You can add or delete viewers at any time. To do this, choose View Subscriptions from the Home tab and update the subscription to add a viewer or choose Case link from the Home tab and follow the Change link to update the case to add a viewer. Remember to Review the information and Submit to Treasury to save the information. For more information on adding viewers, see the section on adding a subscription in this manual.

The Viewer will have the ability to run the simulation, but not submit a redemption request.



# SLGSafe User's Guide

## Time Deposit Early Redemption Submission

Time Deposits can be redeemed earlier than their scheduled redemption date as is explained under the Federal Register 31 CFR Part 344.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

Partial redemptions can be requested in any amount; however, an account balance of less than \$1,000 will be redeemed in total.

Under current regulations, a request for redemption must be submitted no less than 14 days and no more than 60 days before the requested redemption date.

If a security is redeemed before maturity on a date other than a scheduled interest payment date, interest is paid for the fractional interest period since the last interest payment date.

Any remaining interest and principal payments are discounted, using the current Treasury borrowing rate, for the remaining term to maturity of the security being redeemed. This will result in a premium or a penalty to the government body, depending on whether the current Treasury borrowing rate is lower or higher than the stated interest rate of the early-redeemed SLGS security. The discount rate that will be applied (current Treasury borrowing rate) can be found on the table of maximum interest rates payable on US Treasury securities—State and Local Government Series. The rate used from this table is the one listed for the day the redemption request is received by Special Investments Branch, plus one basis point.

The penalty/premium is determined using the security interest rate and the calculations determined by the regulations in effect at the time of initial subscription. The possibility for a premium has been available since the SLGS regulations that were effective on or after October 28, 1996. The rate table in effect on the date of an early redemption request is used to determine the Treasury cost of borrowing rate.

Submitted early redemption requests cannot be canceled.





## Time Deposit Early Redemption Submission

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OMB: No:1535-0092

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08/18/2009 01:35 PM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

Click on the Time Deposit Early Redemption to bring up the request screen.

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## Time Deposit Early Redemption Submission

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★ TD Early Redemption Simulation - Time Deposit

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### Early Redemption Simulation - Time Deposit

#### Time Deposit

Treasury Case Number

Enter the case number for the case.  
Hit Retrieve.

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## Time Deposit Early Redemption Submission

File Edit View Favorites Tools Help

★ TD Early Redemption Simulation - Time Deposit

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SYSTEM

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07/01/2009 01:01 PM EDT

### Early Redemption Simulation - Time Deposit

#### Case Information

<b>Treasury Case Number</b>	2003	<b>Owner TIN</b>	
<b>Issue Date</b>	09/12/2003	<b>Owner Name</b>	
<b>Rate Table Date</b>	07/29/2003	<b>Underlying Bond Issue</b>	Unknown
<b>Request Date</b>	07/01/2009	<b>Requested by</b>	Customer1

#### Schedule Payment Information

**Redemption Date**  [Retrieve Securities](#)

This screen shows some information about the case. Enter the requested redemption date. This date must be a Federal business day. Hit Retrieve Securities.

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## Time Deposit Early Redemption Submission

File Edit View Favorites Tools Help

TD Early Redemption Simulation - Time Deposit

MANAGEMENT SYSTEM

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07/01/2009 01:01 PM EDT

### Early Redemption Simulation - Time Deposit


#### Case Information

Treasury Case Number	2003	Owner TIN	
Issue Date	09/12/2003	Owner Name	
Rate Table Date	07/29/2003	Underlying Bond Issue	Unknown
Request Date	07/01/2009	Requested by	Customer1

#### Schedule Payment Information

Redemption Date

#### Securities with Outstanding Principal Amount

Security Number	Security Type	Issue Amount	Original Maturity Date	Principal Outstanding	Redemption Type	Redemption Amount Requested	Security Description
13	Note	\$62,573,518.00	11/15/2009	\$62,573,518.00	None 	\$ <input type="text"/>	

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This screen shows a list of all securities available for redemption. Use the drop-down list under Redemption Type in the table to choose "Partial" or "Complete."

## Time Deposit Early Redemption Submission

File Edit View Favorites Tools Help

TD Early Redemption Simulation - Time Deposit

Home Rate Management Reports Help Contact Us Logout

07/01/2009 01:01 PM EDT

### Early Redemption Simulation - Time Deposit

**Case Information**

Treasury Case Number 2003  
Issue Date 09/12/2003  
Rate Table Date 07/29/2003  
Request Date 07/01/2009

Owner TIN  
Owner Name  
Underlying Bond Issue Unknown  
Requested by Customer1

**Schedule Payment Information**

Redemption Date 08.03.09 [Retrieve Securities](#)

**Securities with Outstanding Principal Amount**

Security Number	Security Type	Issue Amount	Original Maturity Date	Principal Outstanding	Redemption Type	Redemption Amount Requested	Security Description
13	Note	\$62,573,518.00	11/15/2009	\$62,573,518.00	Partial	\$ 5000000	

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If you choose "Partial", you must enter a dollar amount under Redemption Amount Requested. If you choose "Complete," you do not need to enter an amount. You may choose as many securities as you want. You can also choose any combination of Partial and Complete redemptions.

Hit Continue.



## Time Deposit Early Redemption Submission

FileEditViewFavoritesToolsHelp

TD Early Redemption Review - Time Deposit

### Early Redemption Review - Time Deposit

#### Case Information

<b>Treasury Case Number</b>	2003	<b>Owner TIN</b>	
<b>Issue Date</b>	09/12/2003	<b>Owner Name</b>	
<b>Rate Table Date</b>	07/29/2003	<b>Underlying Bond Issue</b>	Unknown
<b>Request Date</b>	07/01/2009	<b>Requested by</b>	Customer1
<b>Redemption Date</b>	08/03/2009		

#### Securities Requested for Early Redemption

Security Number	Issue Amount	Redemption Amount Requested	Accrued Interest	Penalty	Discount	Premium	Net Amount Paid	Security Description
13	\$62,573,518.00	\$50,000,000.00	\$373,293.48	\$0.00	\$0.00	\$350,532.57	\$50,723,826.05	

#### ACH Instructions

Payments will be made to the following ACH instructions on file.

<b>Receiver ABA Routing Number</b>	
<b>Account Name</b>	
<b>Account Number</b>	
<b>Account Type</b>	CHECKING

#### Early Redemption Agreement

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.
- > If this request is for redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security) subscribed for on or after August 15, 2005, no amount received from the redemption will be invested at a yield that exceeds the yield that is used to determine the amount of the redemption proceeds for such redeemed Time Deposit security.

Submit to Treasury

Return to Previous Page

Cancel

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Done

Local intranet

100%

This shows the request under the conditions you entered. The results show accrued interest, premium or penalty, and the total.

At this point you should review the information to make sure it meets your conditions. If you need to make corrections, click on the Return to Previous Page button. To cancel the request, click the Cancel button. Read the Early Redemption Agreement and click on Submit to Treasury if you are ready to schedule the redemption.

You should receive a confirmation page that can be printed or emailed.

# SLGSafe User's Guide

## Redemption of a Demand Deposit

Demand Deposit securities can be redeemed at the owner's option.

### **Redemptions of \$10 million or Less**

Request for redemption must be received not less than one business day prior to the requested redemption date and submitted through SLGSafe before 3:00 p.m. ET.

### **Redemptions of More Than \$10 million**

Request for redemption must be received not less than three business days prior to the requested redemption date and submitted through SLGSafe before 3:00 p.m. ET.

Scheduled redemption requests cannot be canceled.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security. For further instructions and regulations, see the Federal Register 31 CFR, Part 344.



## Redemption of a Demand Deposit

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TD Home

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07/01/2009 02:02 PM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

From Home, click on the Demand Deposit Redemption link.

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## Redemption of a Demand Deposit

File Edit View Favorites Tools Help

★ TD Demand Deposit Redemption Request

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### Demand Deposit Redemption Request

#### Demand Deposit

Treasury Case Number

Retrieve

Enter the case number for the security you wish to redeem. Click Retrieve.

#### Pending Redemptions

Case	Redemption Payment Date	Redemption Request Number
Cancel		

Notice on this page that you will see redemptions that you may have scheduled earlier. The redemptions will stay on this list until they are paid.

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Customer1; Customer1@bpd.treas.gov: SLGS\_CUST,

Done Local intranet 100%



## Redemption of a Demand Deposit

File Edit View Favorites Tools Help

TD Demand Deposit Redemption Request

Home RSS Print Page Tools

### Demand Deposit Redemption Request

#### Case Information

<b>Treasury Case Number</b>	2009	<b>Owner TIN</b>	
<b>Issue Date</b>	06/30/2009	<b>Owner Name</b>	
<b>Request Date</b>	07/01/2009	<b>Requested by</b>	Customer1
<b>Issue Amount</b>	\$132,837.82	<b>Underlying Bond Issue</b>	
<b>Available for Redemption</b>	\$132,838.33		

#### Redemption

**Redemption Date**

**Redemption Type** ☐ Partial ☒ Complete

**Redemption Amount Requested**

Valid for Partial Redemptions only

In the Redemption box, enter the requested redemption date, and check whether you want a "Partial" or "Complete" redemption. If you choose "Partial", you must enter a dollar amount.

#### Fedwire Disbursement Instructions

**Transfer Method** Fedwire

**Receiver ABA Routing Number**

**Receiver Organization Name**

If you would like us to include additional delivery

**FI to FI**

In the Fedwire Disbursement Instructions box, enter the ABA number and name of the bank that will receive the funds. If there are further instructions, such as an account number or name, enter that information into the FI to FI box. Please include as much information as necessary to make sure the payment is not rejected by the bank.

Hit Continue.

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## Redemption of a Demand Deposit

File Edit View Favorites Tools Help

TD Demand Deposit Redemption Review

Home RSS Print Page Tools

### Demand Deposit Redemption Review

**Case Details**

<b>Treasury Case Number</b>	2009	<b>Owner TIN</b>	
<b>Issue Date</b>	06/30/2009	<b>Owner Name</b>	
<b>Request Date</b>	07/01/2009	<b>Requested by</b>	Customer1
<b>Issue Amount</b>	\$132,837.82	<b>Underlying Bond Issue</b>	
<b>Available for Redemption</b>	\$132,838.33		

**Redemption**

<b>Redemption Date</b>	07/08/2009
<b>Redemption Type</b>	Complete
<b>Redemption Amount Requested</b>	Will be calculated on redemption date.

**Fedwire Disbursement Instructions**

<b>Transfer Method</b>	Fedwire
<b>Receiver ABA Routing Number</b>	
<b>Receiver Organization Name</b>	Big Bank
<b>Additional Instructions (FI to FI)</b>	A/C 32001 F/C Smallville ISD

**Redemption Agreement**

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:  
>If you are an agent, you are acting under the issuer's specific authorization.

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Done

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The Demand Deposit Review page shows all the information you entered. Please review this information to ensure everything is correct. If you need to correct any information, hit the Return to Previous Page button at the bottom of the screen.

Read the Redemption Agreement. When you are sure the information is correct, hit the Submit to Treasury button or you can choose to Cancel the request.

If you hit Submit, you will receive a confirmation notice. Print this page or save it for you records.

# SLGSafe User's Guide

## Payment Report

Note: This Statement will show information for Time Deposits only.

Using this option, you can view the following information about an issued case:

- Case Number
- Taxpayer Identification Number and Suffix
- ABA Routing Number and Account Number
- Interest Amount to be Paid
- Principal Amount to be Paid
- Total Amount
- Bank Reference Number
- Daily Totals





# SLGSafe v0.12.12.0

OMB: No:1535-009

[Home](#)[Rate Management](#)[Reports](#)[Help](#)[Contact Us](#)[Logout](#)

07/29/2009 08:03 AM EDT

## Reports Home

### Statements and Reports

- [Case Audit History Report](#)
- [Demand Deposit Daily Activity](#)
- [Payment Report](#)
- [Statement of Holdings - Demand](#)
- [Statement of Holdings - Time](#)
- [Subscription Advanced Search Report](#)

### Download Reports

- [Download Case Information](#)
- [Download Payment Information](#)
- [Download Security Information](#)

From the Report Main screen, click on Payment Report under the Statements and Reports section.

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SLG Safe v0.12.12.0

OMB: No:1535-0092

Home

Rate Management

Reports

Help

Contact Us

Logout

07/30/2009 02:30 PM EDT

### Payment Information Report

Search Criteria

Owner TIN

ABA Routing Number

Role

From Payment Date

To Payment Date

Payment Method

Search

Clear

From the search screen, you can narrow your search by Tax Identification Number, ABA routing number and roll (Trustee, Paying Agent, or Both), From and To dates, and Payment Method (ACH, Fedwire, or Both). We recommend that you narrow your search as much as possible to ensure that you don't "time-out."

Enter your search criteria and hit Search.



SLG Safe v0.12.12.0

OMB: No:1535-0092

Home

Rate Management

Reports

Help

Contact Us

Logout

07/30/2009 02:31 PM EDT

### Payment Information Report

Date range cannot exceed 15 calendar days of payment data.

Search Criteria

Owner TIN

ABA Routing Number

Role

From Payment Date

02/01/09

To Payment Date

02/28/09

Payment Method

Both

Search

Clear

On this screen, you will notice that we received an error message. Our date range is too broad. The system will only run a payment report for a range no greater than 15 days.



## Payment Information Report

### Results

Case Number	TIN	ABA Routing Number	Account Number	Owner Name	Interest Amount Paid	Principal Amount Paid	Total Amount Paid
2002	36-	000	069	SCHOOL DISTRICT	\$16,639.21		\$16,639.21
2002	36-	000	069	SCHOOL DISTRICT	\$17,257.58		\$33,896.79
2004	36-	000	069		\$86.11		\$33,982.90
2004	36-	000	069		\$980.22		\$34,963.12
2004	36-	000	069		\$93.47		\$35,056.59
2004	36-	000	069		\$1,148.74		\$36,205.33
2004	36-	000	069		\$99.55		\$36,304.88
2004	36-	000	069		\$18,190.39		\$54,495.27
2006	36-	000	069		\$147,087.15		\$201,582.42
2009	36-	000	639		\$0.00		\$201,582.42
<b>Grand Totals</b>							<b>\$684,708.93</b>

[Return to Previous Page](#)

At this point, you can Return to the Previous Page to begin a new search, or click on the Home tab.

We revised our date range and this is the result of our payment search. The search gives us the payment information, including Case Number, TIN, ABA routing number, Account Number, Owner Name, Interest Amount Paid, Principal Amount Paid, and Total Amount Paid. The Grand Total is displayed at the bottom of the table.

# SLGSafe User's Guide

## Statement of Holdings - Demand

To get a listing of all outstanding Demand cases for one Owner (by searching by Taxpayer Identification Number) or for a Bank (by searching by ABA), you can order a Statement of Holdings.





# SLGSafe v0.12.12.0

OMB: No:1535-009

[Home](#)[Rate Management](#)[Reports](#)[Help](#)[Contact Us](#)[Logout](#)

07/29/2009 08:03 AM EDT

## Reports Home

### Statements and Reports

- [Case Audit History Report](#)
- [Demand Deposit Daily Activity](#)
- [Payment Report](#)
- [Statement of Holdings - Demand](#)
- [Statement of Holdings - Time](#)
- [Subscription Advanced Search Report](#)

### Download Reports

- [Download Case Information](#)
- [Download Payment Information](#)
- [Download Security Information](#)

From the Report Home screen, click on the Statement of Holdings – Demand under the Statements and Reports heading.

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SLGSafe v0.12.12.0

OMB: No:1535-0092

Home

Rate Management

Reports

Help

Contact Us

Logout

07/30/2009 04:09 PM EDT

## Statement of Holdings - Demand

### Search Criteria

Taxpayer Identification Number (TIN)

ABA Routing Number

ABA Role

Case Status

Search

Clear

Enter either the Owner TIN or ABA Routing number for the organization. If you entered an ABA number, choose a Role. You can also choose a Case Status of Open, Closed, or Open and Closed. Keep in mind that if you choose Open and Closed, the search will take much longer to process.

Click on Search.

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## Statement of Holdings - Demand

### Results

Taxpayer Identification Number	Case Number	Issue Date	Original Issue Amount	Total Accrued Interest	Total Redemptions	Present Value
25	2007	10/01/2007	\$712,060.80	\$13,692.35	\$0.00	\$725,753.15
95	2007	10/01/2007	\$11,878.06	\$228.88	\$0.00	\$12,106.94
52	2008	03/05/2008	\$1,200,000.00	\$10,506.58	\$0.00	\$1,210,506.58
57	2008	06/26/2008	\$25,170,750.16	\$36,305.66	\$25,170,750.16	\$36,305.66
57	2008	07/07/2008	\$1,194,603.13	\$1,226.65	\$1,194,603.13	\$1,226.65
57	2008	09/08/2008	\$1,261,162.50	\$1,747.59	\$1,261,162.50	\$1,747.59
72	2008	11/05/2008	\$16,033.00	\$14.35	\$5,341.25	\$10,706.10
11	2008	12/29/2008	\$7,326,535.00	\$6,015.46	\$0.00	\$7,332,550.46
11	2008	12/29/2008	\$2,180,222.00	\$1,790.10	\$0.00	\$2,182,012.10
11	2009	01/15/2009	\$3,733,000.00	\$2,716.78	\$315,545.84	\$3,420,170.94
11	2009	01/15/2009	\$6,971,390.00	\$4,613.11	\$1,222,011.63	\$5,753,991.48
11	2009	01/15/2009	\$1,806,245.00	\$1,335.57	\$634,047.95	\$1,173,532.62
11	2009	01/22/2009	\$204,789.00	\$157.77	\$3,507.50	\$201,439.27
11	2009	01/22/2009	\$555,156.00	\$301.08	\$244,265.95	\$311,191.13
11	2009	01/22/2009	\$114,000.00	\$81.33	\$21,498.50	\$92,582.83
11	2009	01/22/2009	\$118,000.00	\$91.04	\$787.54	\$117,303.50
11	2009	04/20/2009	\$2,549,567.74	\$889.35	\$0.00	\$2,550,457.09
11	2009	05/26/2009	\$3,706,473.56	\$860.61	\$0.00	\$3,707,334.17
11	2009	05/26/2009	\$2,490,644.65	\$578.38	\$0.00	\$2,491,223.03
11	2009	06/24/2009	\$4,170,000.00	\$544.03	\$479,435.10	\$3,691,108.93
11	2009	06/29/2009	\$1,450,000.00	\$131.70	\$776,874.82	\$673,256.88
66	2009	07/09/2009	\$20,822,668.99	\$1,636.20	\$0.00	\$20,824,305.19
<b>Totals:</b>	<b>49</b>		<b>\$150,309,341.35</b>	<b>\$123,368.89</b>	<b>\$38,774,578.70</b>	<b>\$111,658,131.54</b>

[Print](#)

[Return to Previous Page](#)

Click on the Print button to print, or hit the Return to Previous Screen to do another search. You may have to set the print area to Landscape for best results.

The search results give you the TIN, Case Number, Issue Date, Original Issue Amount, Total Accrued Interest, Total Redemptions, and Present Value. Grand totals are available at the bottom of the report.



# SLGSafe User's Guide

## Statement of Holdings - Time

To get a listing of all outstanding Time Deposit cases for one Owner (by searching by Taxpayer Identification Number) or for a Bank (by searching by ABA), you can order a Statement of Holdings.





# SLGSafe v0.12.12.0

OMB: No:1535-009

[Home](#)[Rate Management](#)[Reports](#)[Help](#)[Contact Us](#)[Logout](#)

07/29/2009 08:03 AM EDT

## Reports Home

### Statements and Reports

- [Case Audit History Report](#)
- [Demand Deposit Daily Activity](#)
- [Payment Report](#)
- [Statement of Holdings - Demand](#)
- [Statement of Holdings - Time](#)
- [Subscription Advanced Search Report](#)

### Download Reports

- [Download Case Information](#)
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From the Report Home screen, click on the Statement of Holdings – Time under the Statements and Reports heading.

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)



SLG Safe v0.12.15.0

OMB: No:1535-0092

Home

Rate Management

Reports

Help

Contact Us

Logout

08/03/2009 01:05 PM EDT

### Statement of Holdings - Time

Search Criteria

Taxpayer Identification Number (TIN)

ABA Routing Number

ABA Role

Case Status

Search

Clear

Trustee

Open

Enter either the Owner TIN or ABA Routing number for the organization. If you entered an ABA number, choose a Role. You can also choose a Case Status of Open, Closed, or Open and Closed. Keep in mind that if you choose Open and Closed, the search will take much longer to process.

Click on Search.

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SLG Safe v0.12.15.0

OMB: No:1535-009

Home	Rate Management	Reports	Help	Contact Us	Logout
------	-----------------	---------	------	------------	--------

08/03/2009 10:32 AM EDT

## Statement of Holdings - Time

### Results

Taxpayer Identification Number	Case Number	Issue Date	Issue Amount	Principal Redeemed	Principal Outstanding
22	2004	06/24/2004	\$1,725,500.00	\$0.00	\$1,725,500.00
22	2004	06/24/2004	\$2,446,908.00	\$0.00	\$2,446,908.00
22	2004	06/24/2004	\$1,593,384.00	\$0.00	\$1,593,384.00
22	2005	09/29/2005	\$8,940,341.00	\$0.00	\$8,652,980.00
22	2008	06/19/2008	\$31,173,565.00	\$0.00	\$12,118,791.00
22	2008	11/06/2008	\$3,000,000.00	\$0.00	\$3,000,000.00
22	2009	07/15/2009	\$2,669,968.00	\$0.00	\$2,669,968.00
<b>Totals:</b>		<b>7</b>	<b>\$51,549,666.00</b>	<b>\$0.00</b>	<b>\$32,207,531.00</b>

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[Return to Previous Page](#)

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Click on the Print button to print, or hit the Return to Previous Screen to do another search. You may have to set the print area to Landscape for best results.

The search results give you the TIN, Case Number, Issue Date, Original Issue Amount, Principal Redeemed, and Principal Outstanding. Grand totals are available at the bottom of the report.

# SLGSafe User's Guide

## Subscription Advanced Search

Using this report, you can narrow your search within your outstanding subscriptions. These are cases that have not yet issued.







# SLGSafe v0.12.12.0

OMB: No:1535-009

[Home](#)[Rate Management](#)[Reports](#)[Help](#)[Contact Us](#)[Logout](#)

07/29/2009 08:03 AM EDT

## Reports Home

### Statements and Reports


- [Case Audit History Report](#)
- [Demand Deposit Daily Activity](#)
- [Payment Report](#)
- [Statement of Holdings - Demand](#)
- [Statement of Holdings - Time](#)
- [Subscription Advanced Search Report](#)

### Download Reports

- [Download Case Information](#)
- [Download Payment Information](#)
- [Download Security Information](#)

From the Reports Home screen, click on Subscription Advanced Search Report under the Statements and Reports section.

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)



SLG Safe v0.12.12.0

OMB: No:1535-0

Home

Rate Management

Reports

Help

Contact Us

Logout

07/30/2009 04:22 PM EDT

### Subscription Advanced Search

Search Criteria

Case Number

Owner TIN

Issue Date09/01/09

Issue Amount

Status

Owner Name

Search

Clear

You can search by Case Number, Owner TIN, Issue Date, Issue Amount, Status (Complete or Incomplete), or Owner Name.

Enter your search criteria and hit the Search button.

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SLG Safe v0.12.12.0

OMB: No:1535-009

Home

Rate Management

Reports

Help

Contact Us

Logout

07/30/2009 04:22 PM EDT

## Subscription Advanced Search Result

### Results

Case Number	Owner TIN	Issue Date	Issue Amount	Status	Owner Name
2009	25	09/01/2009	\$7,700.00	Complete	

### Total Subscriptions

**Incomplete** 0  
**Complete** 1  
**Ready To Issue** 0  
**Total** 1

Print

[Return to Previous Page](#)

The results of your search will display, as well as, information regarding all your outstanding subscriptions. To do another search, click on Return to Previous Screen. To print the report, click on the Print button. You may have to set your print properties to Landscape for best results.

# SLGSafe User's Guide

## Download Case Information

Using this option, you can download the following information about an issued case:

- Case Number
- Taxpayer Identification Number
- Bank Reference Number
- ABA Routing Number
- Issue Date
- Issue Amount
- Principal Outstanding
- Principal Redeemed
- Case Status
- Program Type

To search for a case and download the information, follow these steps:





# SLGSafe v0.12.12.0

OMB: No:1535-009

[Home](#) | [Rate Management](#) | [Reports](#) | [Help](#) | [Contact Us](#) | [Logout](#)

07/29/2009 08:03 AM EDT

## Reports Home

### Statements and Reports

- [Case Audit History Report](#)
- [Demand Deposit Daily Activity](#)
- [Payment Report](#)
- [Statement of Holdings - Demand](#)
- [Statement of Holdings - Time](#)
- [Subscription Advanced Search Report](#)

### Download Reports

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- [Download Payment Information](#)
- [Download Security Information](#)

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)





# SLGSafe v0.12.12.0

OMB: No:1535-009

Home
Rate Management
Reports
Help
Contact Us
Logout

07/29/2009 08:03 AM EDTT

## Download Case Information

Search Criteria

**Owner TIN**

**Bank Reference Number**

**ABA Routing Number**

**Role**

**From Issue Date**

**To Issue Date**

**Program Type** ☒ Demand ☐ Time ☐ Both

**Status** ☒ Open ☐ Closed ☐ Both

**Result Format**

**Result Sort by**

The screen allows you many search options. We recommend that you narrow your search as much as possible to avoid long waits for your results.

Once you enter your search criteria, hit the Download button.

Download
Clear

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 [Data Quality](#)

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# SLGSafe v0.12.12.0

OMB: No:1535-009

Home

Rate Management

Reports

Help

Contact Us

Logout

07/29/2009 08:03 AM EDT

## Download Case Information

Search Criteria

**Owner TIN**

**Bank Reference Number**

**ABA Routing Number**

**Role**

**From Issue Date**

**To Issue Date**

**Program Type** ☒ Demand

**Status** ☒ Open

**Result Format** Text (comma delimited) ▼

**Result Sort by** Case Number ▼

Download
Clear

File Download

**Do you want to open or save this file?**

Name: Case\_Information.csv

Type: Microsoft Office Excel Comma Separated Values Fil...

From: ntdev56

Open
Save
Cancel

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

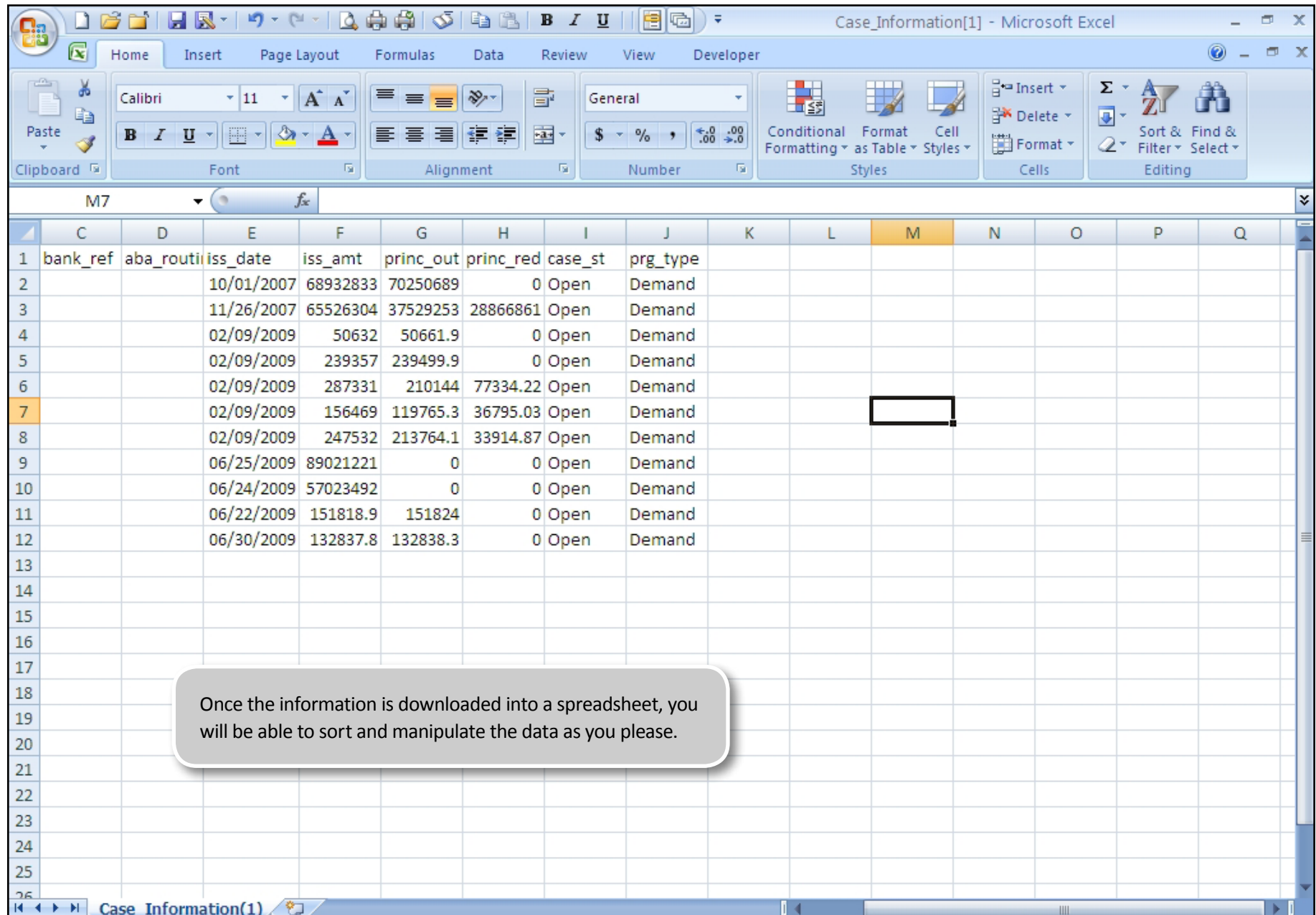
A popup box will appear asking if you want to open the file or save it. If you choose Open, the file will open in a spreadsheet software, such as Microsoft Excel. It will place the information in columns.

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 [Accessibility](#) | 
 [Data Quality](#)

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## Reports — Download Case Information



Case\_Information[1] - Microsoft Excel

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	bank_ref	aba_routing	iss_date	iss_amt	princ_out	princ_red	case_st	prg_type							
2			10/01/2007	68932833	70250689	0	Open	Demand							
3			11/26/2007	65526304	37529253	28866861	Open	Demand							
4			02/09/2009	50632	50661.9	0	Open	Demand							
5			02/09/2009	239357	239499.9	0	Open	Demand							
6			02/09/2009	287331	210144	77334.22	Open	Demand							
7			02/09/2009	156469	119765.3	36795.03	Open	Demand							
8			02/09/2009	247532	213764.1	33914.87	Open	Demand							
9			06/25/2009	89021221	0	0	Open	Demand							
10			06/24/2009	57023492	0	0	Open	Demand							
11			06/22/2009	151818.9	151824	0	Open	Demand							
12			06/30/2009	132837.8	132838.3	0	Open	Demand							
13															
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21															
22															
23															
24															
25															
26															

Once the information is downloaded into a spreadsheet, you will be able to sort and manipulate the data as you please.

# SLGSafe User's Guide

## Download Payment Information

This report will provide you with information concerning payments within a specified date range. That range is limited to a minimum of one day to a maximum of 15 days. You will receive:

- Case Number
- Payment Date
- ABA Routing Number
- DDA Routing Number
- Account Number
- Owner Name and TIN
- Total Interest
- Total Principal
- Trustee ABA (if applicable)
- Bank Reference Number (if applicable)





# SLGSafe v0.12.12.0

OMB: No:1535-009

[Home](#)[Rate Management](#)[Reports](#)[Help](#)[Contact Us](#)[Logout](#)

07/29/2009 08:03 AM EDT

## Reports Home

### Statements and Reports

- [Case Audit History Report](#)
- [Demand Deposit Daily Activity](#)
- [Payment Report](#)
- [Statement of Holdings - Demand](#)
- [Statement of Holdings - Time](#)
- [Subscription Advanced Search Report](#)

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- [Download Case Information](#)
- [Download Payment Information](#)
- [Download Security Information](#)

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[U.S. Department of the Treasury, Bureau of the Public Debt](#)





SLG Safe v0.12.15.0

OMB: No:1535-0092

Home

Rate Management

Reports

Help

Contact Us

Logout

08/03/2009 11:13 AM EDT

## Download Payment Information

Search Criteria

Owner TIN

ABA Routing Number

Role

From Payment Date

To Payment Date

Payment Method

Result Format

Trustee

06/01/09

06/15/09

ACH

Text (comma delimited)

Download


Clear

The screen allows you many search options. We recommend that you narrow your search as much as possible to avoid long waits for your results.

Once you enter your search criteria, hit the Download button.

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**SLGSafe**  
PORTFOLIO  
MANAGEMENT  
SYSTEM

# SLGSafe v0.12.15.0

OMB: No:1535-0092

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08/03/2009 11:13 AM EDT

## Download Payment Information

**Search Criteria**

**Owner TIN**

**ABA Routing Number**

**Role** Trustee ▼

**From Payment Date** 06/01/09

**To Payment Date** 06/15/09

**Payment Method** ACH ▼

**Result Format** Text (comma delimited) ▼

Download
Clear

File Download ✕

**Do you want to open or save this file?**

Name: Payment\_Information.csv

Type: Microsoft Office Excel Comma Separated Values Fil...

From: ntdev56

Open
Save
Cancel

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

A popup box will appear asking if you want to open the file or save it. If you choose Open, the file will open in a spreadsheet software, such as Microsoft Excel. It will place the information in columns.

## Reports — Download Payment Information

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	cas_num	pay_date	aba_routi	ft_dda_ab	acct_num	owner_na	owner_tir	int_total	prin_total	trustee_al	trust_ref_nr				
2		06/15/2009						44776.73	0						
3		06/15/2009						63497.26	0						
4		06/15/2009						44136.74	0						
5															
6															
7															
8															

Once the information is downloaded into a spreadsheet, you will be able to sort and manipulate the data as you please.

# SLGSafe User's Guide

## Download Security Information

This report will provide you with information concerning specific securities. You will receive:

- Case Number
- Security Number
- Owner TIN
- Bank Reference Number (if applicable)
- Issue Date
- Interest Rate
- Maturity Date
- Payment Date
- Issue Amount
- Principal Outstanding
- Security Status





# SLGSafe v0.12.12.0

OMB: No:1535-009

[Home](#) | [Rate Management](#) | [Reports](#) | [Help](#) | [Contact Us](#) | [Logout](#)

07/29/2009 08:03 AM EDT

## Reports Home

### Statements and Reports

- [Case Audit History Report](#)
- [Demand Deposit Daily Activity](#)
- [Payment Report](#)
- [Statement of Holdings - Demand](#)
- [Statement of Holdings - Time](#)
- [Subscription Advanced Search Report](#)

### Download Reports

- [Download Case Information](#)
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SLGSafe v0.12.15.0

OMB: No:1535-009

Home

Rate Management

Reports

Help

Contact Us

Logout

08/03/2009 11:22 AM EDT

## Download Security Information

### Search Criteria

Owner TIN

Bank Reference Number

From Maturity Date

To Maturity Date

Interest Rate

Issue Amount

Status

☒ Open/Issued/Partially Redeemed ☐ Closed/Matured ☐ Closed/Early Redeemed

Result Format


Result Sort by

Download

Clear

The screen allows you many search options. We recommend that you narrow your search as much as possible to avoid long waits for your results.

Once you enter your search criteria, hit the Download button.



**SLG Safe**  
PORTFOLIO  
MANAGEMENT  
SYSTEM

# SLG Safe v0.12.15.0

OMB: No:1535-0092

Home
Rate Management
Logout

08/03/2009 11:22 AM EDT

## Download Security Information

Search Criteria

Owner TIN

Bank Reference Number

From Maturity Date

To Maturity Date

Interest Rate

Issue Amount

Status

☒ Open/Issued/Partially Redeemed
 ☐ Closed/Matured
 ☐ Closed/Early Redeemed

Result Format

Text (comma delimited) ▼

Result Sort by

Case & Security Number ▼

Download
Clear

File Download

Do you want to open or save this file?

Name: Security\_Information.csv

Type: Microsoft Office Excel Comma Separated Values Fil...

From: ntdev56

Open
Save
Cancel

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A popup box will appear asking if you want to open the file or save it. If you choose Open, the file will open in a spreadsheet software, such as Micro-soft Excel. It will place the information in columns.

## Reports — Download Security Information

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	case_num	sec_num	owner_tin	bank_ref	iss_date	int_rate	mat_date	pay_date	iss_amt	princ_out	sec_st				
2		1			06/24/2004	0.0519	06/15/2029	12/15/2004	1725500	1725500	Open/Issued/Partially Redeemed				
3		1			06/24/2004	0.0519	06/15/2026	12/15/2004	2446908	2446908	Open/Issued/Partially Redeemed				
4		1			06/24/2004	0.0554	06/15/2034	12/15/2004	1593384	1593384	Open/Issued/Partially Redeemed				
5															
6															

Once the information is downloaded into a spreadsheet, you will be able to sort and manipulate the data as you please.